

CIA INTERNAL USE ONLY

STATINTL

NOTICE  
NO. [REDACTED]

PERSONNEL  
DRAFT 11 August 1954

STATINTL

LEAVE

PARTICIPATION OF AGENCY EMPLOYEES IN TRAINING FOR CIVIL DEFENSE DUTIES

Reference: Executive Order 10529, 22 April 1954

1. The President of the United States has instructed Federal agencies to cooperate fully with Federal, State, and local civil defense authorities in order to successfully carry out pre-emergency training programs as part of the general civil defense effort.
2. Agency civilian full-time employees who wish to participate outside the Agency in appropriately authorized Federal, State, or local civil defense training programs may be released by their supervisors upon request for such period of time as is required to carry out their assigned duties, provided their services can be spared without undue interference to Agency operations. No charge will be made to annual leave for such time if participating employees comply with the procedures prescribed below.
3. Excused absences for participation in civil defense training will not be charged to annual leave, but the period of time will be reported on Time and Attendance Report and Payroll Change Slip (CIA Form No. 34-42) or Confidential Funds Departmental Time and Attendance Report (CIA Form No. 34-42A) as appropriate. The hours involved will be stated in the "Other" column of section 12 of the form, and the notation "Civil Defense" will be made in section 8, Remarks.

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4. Under the provisions of Executive Order 10529, excused absences of employees for civil defense activities, without charge to annual leave, may not exceed 40 working hours during a calendar year, and U. S. Government employees must obtain a certification of the period of participation in such activity from the appropriate civil defense official. Such certification will be forwarded to the Office of the Comptroller with Form No. 34-42 or Form No. 34-42A as appropriate. If the certification from the civil defense official does not accompany Form No. 34-42 or Form No. 34-42A, a notation to the effect that such certification will be forwarded at a later date will be made in the "Remarks" section of the form. Leave for participation in the civil defense training programs which is not certified will be charged to annual leave. Where travel is involved in connection with the performance of such training duties, travel allowances and expenses may be authorized in accordance with Agency and Standardized Government Travel Regulations.

5. CIA participants in civil defense training activities will state "U. S. Government, 2430 E Street, NW, Washington, D. C." as the employing agency or proper addressee of the certification.

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